



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 603.2

Job Title: **ASSISTANT CITY ATTORNEY II**

Pay Grade: 27

### **GENERAL SUMMARY:**

Performs various standard and/or complex legal investigation, research and negotiation of conventional legal transactions such as contracts, claims and leases where facts are clearly established and the policy and legal precedent are directly applicable.

### **RESPONSIBILITIES:**

- Participates in litigation involving municipal code, state and federal statutes; interviews witnesses, investigates and presents evidence. Prepares lawsuits for trial; conducts research, discovery, etc.
- Researches, prepares, drafts and files appellate briefs in County Court and Court of Appeals.
- Monitors legislative activities; writes action summaries.
- Assists City Attorney and others with special projects by researching issues and problems, drafting opinions, etc.
- Researches and prepares formal and informal opinions on legal matters for City Council, and City Departments and Boards. Prepares proposed ordinances for City Council consideration as requested.
- Provides legal advice to various city officials and boards; responds to legal questions in assigned specialization from the general public.
- Researches, analyzes and writes contracts, pleadings, legislation and related documents. Prepares briefs, motions and pleadings for assigned cases.
- Prepares and updates periodic litigation assignment schedule.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law.

#### **EXPERIENCE:**

Two years of experience in the practice of general civil law or specialized municipal law are required.

**License:** Must be a member of the Texas State Bar.

#### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Assistant City Attorney I  
Assistant City Attorney II  
Senior Assistant City Attorney I  
Senior Assistant City Attorney II  
Senior Assistant City Attorney, Section Chief  
First Assistant City Attorney

Effective: October 1990  
Revised: July 2013